

CATEGORY: **Instruction, Basic Programs**

EFFECTIVE: **12-27-85**

SUBJECT: **Race/Human Relations Mediation Team**

REVISED: **2-02-2001**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing mobilization and utilization of the district's race/human relations mediation team, and to provide guidelines for effective implementation of team effort.

2. **Related Procedures:**

District crisis response team	5135
Bombs/explosion	E.P. 16
Communications	E.P. 15
Disturbances and demonstrations	E.P. 08
Race/human relations program	4105

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-2100.
2. Formation of a crisis team was recommended in the following reports to the Board of Education:
 - a. Report No. I.2 of the Race/Human Relations Program, "Report to Address the Needs of the Indochinese Students" (issued May 21, 1985).
 - b. Report No. 371 of Evaluation Services Department, "The Role of the Race/Human Relations Facilitator."

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Planning, Development, Evaluation, and Reporting Department, Center for Student Support and Special Education.
2. **Definitions** (for purposes of this procedure)
 - a. **Crisis:** Any *racial incident* which disrupts the educational program (i.e., staff/student racial disturbance) as determined by site administrator; Planning, Development, Evaluation, and Reporting Director; instructional leader, Institute for Learning; and Executive Administrator, Center for Student Support and Special Education.

- b. **Conflict:** Any *disagreement or dispute* which disrupts the educational program (i.e., staff/staff, staff/student interpersonal relations) as determined by site administrator; Planning, Development, Evaluation, and Reporting Director; instructional leader; and Executive Administrator, Center for Student Support and Special Education.
 - c. **Race/human relations mediation team:** Race/human relations staff and other program support staff who have received specialized training in resolving conflict and racial crisis, and in providing a necessary follow-up plan of action at the site of conflict. (Size of a responding team varies as determined by the identified nature and magnitude of an incident.)
 - d. **Team leader:** A race/human relations program specialist, appointed by the Planning, Development, Evaluation, and Reporting Director, who is designated to provide direction and coordination of a mediation team during the period of response. Designated team leader is responsible for maintaining communication with the site administrator and the Planning, Development, Evaluation, and Reporting Director, and for writing a confidential mediation team report upon completion of the mediation assignment.
3. **Team Mobilization**
- a. **Site administrator**
 - (1) Identifies crisis/conflict and determines need for additional assistance.
 - (2) Contacts the Planning, Development, Evaluation, and Reporting Director to request assignment of mediation team services; provides necessary information.
 - (3) Informs site personnel, as appropriate, of the request for assignment of a mediation team.
 - b. **Planning, Development, Evaluation, and Reporting Director**
 - (1) Designates mediation team leader if the team leader cannot act in that capacity.
 - (2) Notifies team leader and selected mediation team members to report to the requesting site, identify the crisis/conflict, and clarify appropriate actions.

- (3) Notifies affected site administrator(s) of the need to release selected team member(s) for mediation team duty until the crisis/conflict is resolved.
- (4) Notifies appropriate instructional leader of any incident of racial conflict and of the school's request for mediation team assistance.

4. **Mediation Process**

a. **Selected team members**

- (1) Meet with site administrator and/or site liaison person to define problems resulting from the racial crisis/conflict (i.e., disruption of classes; student/faculty/staff distress; general campus unrest, anxiety, or emotional disturbance; negative community reactions).
- (2) Assist site administrator in establishing temporary counseling facility (classrooms, learning/counseling centers, offices, lounges, quads, or other outdoor locations) and in determining other action needed.

b. **Team leader** meets with team members to determine specific assignments and to discuss general approaches to problems.

c. **Team members** implement appropriate conflict/crisis resolution activities and specific assignments.

d. **Team leader**

- (1) Confers periodically with site administrator and appropriate site personnel; receives regularly updated progress reports on current status.
- (2) Maintains contact with the Planning, Development, Evaluation, and Reporting Director to communicate status of the conflict/crisis and progress of the mediation team.

5. **Mediation Team Withdrawal**

a. **Site administrator and team leader** determine when services are no longer needed; meet with team members and appropriate site staff to plan and schedule needed follow-up action.

b. Team leader

- (1) Prepares a confidential summary report (F.1.).
- (2) Submits summary report to the Planning, Development, Evaluation, and Reporting Director.

c. Planning, Development, Evaluation, and Reporting Director

- (1) Reviews and approves mediation team confidential summary report.
- (2) Contacts site administrator and appropriate central office management employees to discuss and coordinate culminating and follow-up activities.

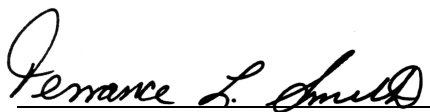
D. IMPLEMENTATION (Section C.)

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

1. Mediation team confidential summary report, submitted by mediation team leader; copy retained by the Planning, Development, Evaluation, and Reporting Director.

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education